



# Guidance for Federal Survey Card Completion

## CHALLENGES RELATED TO CARD COMPLETION

- ☐ The survey card requires:

➡ The address of the Employer  
**AND**

➡ The address of the Federal Property

Requires street no. & street name. All addresses for buildings, units and squadrons are Box #s on MCBH.

- ☐ Service member Rank is required

## SOLUTION

- ☐ Use the same address for Employer and Federal Property:

**COMMANDING OFFICER  
MARINE CORPS BASE HAWAII (MCBH)  
BOX 63002  
MCBH KANEOHE BAY HI 96863-3002**

- ☐ Ensure Rank is entered for each service member

Parent/Guardian's Last Name	First Name	M.I.	Relationship (Father/Mother/Guardian)		
Name of Employer	Address of Employer (Use street no. & street name)		City	State	Zip Code
Name of Federal Property (if applicable)	Address of Federal Property (Use street no. & street name)		City	State	Zip Code
Name of Ship (if applicable)	Hull No.	Homeport	Name of Controlling Agency		

## UNIFORMED SERVICES

☐ Title 10 order attached

Rank

For additional information, visit:

<http://www.hawaiipublicschools.org/ParentsAndStudents/MilitaryFamilies/Pages/About-Impact-Aid.aspx> Questions: Contact the School Liaison Office at [amy.solomon@usmc.mil](mailto:amy.solomon@usmc.mil)